

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Office Technician (Typing)	District 1/Maintenance/Region Support/Bracut Support Staff	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Office Technician	901-630-1139-xxx	June 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under supervision of a Maintenance Manager I, the incumbent will work closely with a Staff Services Analyst (SSA) and be responsible for all clerical work for a Caltrans Maintenance Superintendent's Area. Duties include, but are not limited to:

TYPICAL DUTIES:

PERCENTAGE

Essential (E)/Marginal (M)¹

JOB DESCRIPTION

- | | |
|----------|--|
| 50 % (E) | Provide assistance to the SSA with employee timesheets (M33s) and ledgers to audit on a monthly basis and make needed corrections. Update employee's work history and California Drivers License requirements, as needed. Prepare payroll-related documents. Maintain backup documents for payroll, leave balances, attendance, report of exceptions, and requests for overtime. Track employee's leave balances in Staff Central after type of disability is determined, in coordination with the Personnel Specialist. Respond to issues regarding personal leave, annual leave, direct deposit, flex elect, holiday credits, military leave, jury duty, time off without pay, and the drug-free workplace program. Process bonus pay requests for Supervisors. Answer telephone calls from Region employees, District Office personnel, and other agencies. Direct calls as appropriate. Process safety documents including tailgate safety meeting minutes. Post and calculate Permanent Intermittent (PI) employee's time. Receive Material Adjustment Records and enter into a departmental inventory system (WSVS). Audit Staff Central reports to determine accuracy involving employee timekeeping and payroll discrepancies. |
| 25 % (E) | Prepare payroll for distribution twice a month for regular payroll, as well as for overtime payroll. Coordinate with the SSA to update employee's licensing, and maintain records of drivers license inspections. Receive and file various documents. |
| 20 % (E) | On a daily basis, pull Supervisors crews' time out of IMMS Software, identify any errors, run hard copies, post daily time on employee ledger sheet, and maintain yearly files. |
| 5% (M) | May, on occasion, act as backup for SSA or other Region Support Staff. |

SUPERVISION EXERCISED OVER OTHERS:

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

This position does not supervise other employees.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

The incumbent must have knowledge of basic grammar, spelling, punctuation, and math; must have knowledge of modern office methods and equipment and know how to use them; must have knowledge of a wide variety of manuals and have the ability to implement instructions. The incumbent must be proficient in using departmental computer software programs, including Microsoft Word, Excel, and Outlook. A typing certificate is desirable.

The incumbent must be able to type at a speed of not less than 40 words per minute; must be able to maintain detailed and accurate records; perform difficult clerical work; follow directions; set priorities; meet deadlines; communicate effectively, both orally and in writing; apply laws and rules. Must be able to produce documents that are clear, concise, and understandable. The incumbent must possess the ability to access, understand, and use information from timekeeping and inventory systems, the internet, and intranet.

The incumbent must use good judgment during emergency situations, and use tact in dealing with the public and other employees; must evaluate information and take corrective action.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors can be very costly to State or employees. Payroll errors can result in overpayment of employees which generates much expense and time to process accounts receivables, and underpayments can result in financial hardship. Late overtime reporting can result in lawsuits filed by Unions. Health and dental benefit errors can result in employees not receiving coverage until the following month or in some cases until open enrollment period.

PUBLIC AND INTERNAL CONTACTS:

The incumbent will have daily contact with Region employees, District and North Region Office personnel, Headquarters Personnel, other State Agencies, and occasional inquiries from the public. The public callers may have complaints requiring a tactful approach.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May be required to move heavy binders and/or papers. Must be able to interpret and reason out timekeeping issues. Must be open to change and new information, adapt behavior and work methods in response to new information, or changing conditions. Must be able to deal effectively with people using tact and good judgment. Must be able to work closely with managers, supervisors, and other employees. Incumbent may also be required to travel for training.

WORK ENVIRONMENT:

While at their base of operation, incumbent will work in a climate-controlled office, under artificial lighting, in a modular unit with cubicles close together. There could be distractions such as noise, others phone calls, and employee discussions.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee's Name (print)

Signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name (print)

Signature Date